

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS R/FQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE 1 OF 12 PAGES 1 12				
1. REQUEST NO. MDA220-03-T-0038		2. DATE ISSUED 03-Sep-2003		3. REQUISITION/PURCHASE REQUEST NO.		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY DFAS ASD ARLINGTON 1931 JEFFERSON DAVIS HWY CRYSTAL MALL #3, SUITE 905 ARLINGTON VA 22240-5291				6. DELIVER BY (Date) SEE SCHEDULE					
				7. DELIVERY [X] FOB DESTINATION [] OTHER (See Schedule)					
5b. FOR INFORMATION CALL: STEVEN T. CLARK (Name and Telephone no.) (No collect calls) 703-607-2845									
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE				9. DESTINATION (Consignee and address, including ZIP Code) SEE SCHEDULE					
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 23-Sep-2003									
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and to the address in Block 8a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to Request for Quotations must be completed by the quoter.									
11. SCHEDULE (Include applicable Federal, State, and local taxes)									
ITEM NO. (a)	SUPPLIES/ SERVICES (b)			QUANTITY (c)	UNIT (d)	UNIT PRICE (e)		AMOUNT (f)	
SEE SCHEDULE									
12. DISCOUNT FOR PROMPT PAYMENT			a. 10 CALENDAR DAYS %		b. 20 CALENDAR DAYS %		c. 30 CALENDAR DAYS %		d. CALENDAR DAYS No. %
NOTE: Additional provisions and representations [] are [] are not attached.									
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)					14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION			15. DATE OF QUOTATION	
					16. NAME AND TITLE OF SIGNER (Type or print)			TELEPHONE NO. (Include area code)	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Assess DCAS for Compliancy FFP See Statement of Work	1			
				NET AMT	<hr/>

FOB: Destination

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	N/A	N/A	N/A	N/A

Section H - Special Contract Requirements

STATEMENT OF WORK

STATEMENT OF OBJECTIVES
DEFENSE CASH ACCOUNTABILITY SYSTEM
FEDERAL FINANCIAL MANAGEMENT REGULATIONS (FFMR)

1. **BACKGROUND:** The Defense Finance and Accounting Service (DFAS) is developing a standard cash accountability system, the Defense Cash Accountability System (DCAS), for all of DoD. Upon completion, DCAS will greatly improve the timeliness, accuracy, and accessibility of transactions and reports to customers and stakeholders. DCAS is being developed and implemented in Phases. DCAS Phase 1, Cross-Disbursements, and the Phase 1 Interim Release, a major enhancement to Phase 1, are complete. Phase 2 is currently in parallel testing. Phase 3 Reconciliation for the Cleveland network is currently at the requirement definition stage. Phase 4, Treasury Reporting/Reconciliation for the Indianapolis and Columbus networks, and Phase 5, Treasury Reporting/Reconciliation for the Denver network are currently in the requirement analysis stage.

The Federal Financial Management Improvement Act (FFMIA) of 1996 requires Federal agencies to implement and maintain financial management systems that comply substantially with federal financial systems requirements, applicable accounting standards and the U.S. Government Standard General Ledger at the transaction level.

2. **SCOPE:** The contractor will be responsible for assessing the results of the compliance review conducted on the Defense Cash Accountability System (DCAS). DCAS will be assessed for compliance with the Federal Financial Management Requirements (FFMR) in accordance with the Federal Financial Management Improvement Act (FFMIA) of 1996.

3. **REQUIREMENTS:** The contractor shall assess DCAS Phase 2 against the FFMRs stated in the DFAS publication "A Guide to Federal Financial Requirements for Financial Management Systems (hereinafter referred to as the DFAS Guide) (<http://www.dfas.mil/library/79004g.pdf>). All deliverables shall be submitted to the DCAS Program Manager (PM), Systems Integration Directorate (DFAS Arlington - DSDT).

3.1. The contractor will work with the Program Office to identify new FFMRs applicable to DCAS based on new and updated guidance and direction. The contractor shall prepare a revised list of applicable FFMRs. FFMRs for DCAS Phases 1 and 2 have been previously identified. All appropriate FFMRs were identified, test scripts devised, FFMRs mapped to the Master Requirements Document (MRD), and assessments completed. All documentation is available for contractor review.

3.1.1. The contractor shall revalidate the FFMRs relevant to DCAS Phase 2.

3.1.2. The contractor shall participate with the Program Office and the Test Integration Product Team (TIPT) to identify the means for integrating the assessment into the overall testing activity. The meeting will also identify resources needed to support the FFMR assessment and to develop the Plan of Action and Milestones (POA&M) for the assessment. The contractor will develop an initial POA&M and coordinate it with the PM. The contractor will submit the agreed upon POA&M for approval to the DCAS PM, DFAS Arlington - DSDT. The POA&M will be updated as required based upon the needs of the government.

3.1.3. The contractor shall develop a Data Collection Plan that provides a framework to trace each applicable FFMR to test scripts and data collection points. The Plan will also define the approach and criteria for meeting the FFMRs. The plan will be used by the Program Office to develop test scripts and to map FFMRs to test scripts, scenarios, events and data collection points.

3.1.4. The contractor shall follow approved DCAS format for the data package. The contractor shall provide guidance to the Program Office for preparing the Data Package.

3.1.5. Contractor personnel may attend DCAS training as applicable.

3.1.6. The contractor shall perform a DCAS Assessment and provide an a Assessment Report for phase 3, 4, and 5.

3.1.7. The contractor shall provide monthly status reports including a detailed list of deliverables accomplished during the month, percentage progress of deliverables, work planned for the following month, problem areas, personnel changes, actions completed, outstanding issues and actions to be completed during the upcoming month.

3.1.8. The contractor shall provide all deliverables in a format approved by the DCAS PM or designee. Review of formats

will be addressed during the 'kick off' meeting. It is estimated that it will require the equivalent of one work-year to fully assess phase 3 and 4. It will require less for phase 5 as phases 4 and 5 are primarily accomplishing the same objectives for different DFAS networks.

4. DELIVERABLES:

- Revised list of Applicable FFMRs
- FFMR Plan of Action & Milestones (POA&M)
- Data Collection Plan
- Requirements Data Package
- Phase 3 Assessment Report
- Weekly Activity Reports
- Updates to Current Reports as needed or required
- Contractor Quality Assurance Plan (QAP) (internal controls)

5. PLACE OF PERFORMANCE: Work will be performed at contractor and/or government sites. Locations will be at the discretion of the DCAS PM. Government sites include DFAS Arlington, DFAS Pensacola, DFAS Centralized Sites, and other DFAS locations. Contractor will provide the deliverables to the DCAS PM, DFAS Arlington - DSDT.

6. PERIOD OF PERFORMANCE: The period of performance will be one year from contract date of award, with two option years.

7. GOVERNMENT FURNISHED PROPERTY: The Government may provide office and computer resource requirements for this task. This may include office space, personal computers or laptop computers with docking stations, desks, and access to telephones and office supplies. Determination will be made on a case by case basis. Government will control laptops for work performed off-site whether the laptops are government or contractor resources.

8. SECURITY REQUIREMENTS:

All work performed relative to the tasking identified in the SOW are unclassified or carry a Privacy Act Classification. System security shall be in accordance with DoD directive 8500.1, Information Assurance.

Magnitude. This order will require personnel secured to the level of:

- AIS-I - none.
- AIS-II - All employees.

Security Investigation Requirements for Automated Information Systems (AIS):

For AIS-I: No classified work will be required. However, the contractor will be working with sensitive information which is covered by the Privacy Act and which is category AIS I. All contractor personnel requiring AIS-I access to the DFAS systems will complete a Single Scope Background Investigation (SSBI). An AIS-I position may be occupied pending the completion of the SSBI once the National Agency Check (NAC) portion has been completed and favorably adjudicated.

For AIS-II: No classified work will be required. However, the contractor will be working with sensitive information which is covered by the Privacy Act and which is category AIS II. Contractor must ensure sensitive (privacy act) information is properly safeguarded at the work-site and not removed from the work site. In addition, the contractor will be required to comply with the security requirements associated with access to the DFAS enterprise network. This requires individuals who perform duties at the AIS II category to have a favorable determination of requisite investigation IAW the specifications of the DoD Personnel Security Program as provided for in the DoD 5200.2-R. If required, the contractor may be requested to undergo a higher level of investigation.

Documentation Submission. The National Agency Check (NAC) for AIS-II and the Single Scope Background Investigation (SSBI) for AIS-I requires contractor submission of the following investigative documents:

Standard Form 85P - Questionnaire for Public Trust Positions
FD 258 - Finger Print Card

All contractor personnel requiring either AIS I or AIS II access to the DFAS systems will complete a SF 85P for the appropriate level investigation described above. The SF 85P will be completed using the Electronic Personnel Security Questionnaire (EPSQ). The EPSQ is available for downloading

on the Defense Security Service (DSS) Web Site at www.dss.mil/epsq. Completed EPSQ, to include a copy on a disk and a signed hard copy, will be provided to the Contract Officer's Representative (COR) or Government Point Of Contact (GPOC) elsewhere named in this award. All SF 85Ps must be accompanied with the FD 258 Finger Print Card and a copy of the contractor's birth certificate for citizenship verification. Foreign Nationals must submit appropriate documentation from the Immigration and Naturalization Service (INS). The COR/GPOC will notify the contractor when contractor employees have been approved for access to the facility. The appropriate investigations (NAC or SSBI) should be completed before the contractor employee begins work.

Waiver Procedures.

For AIS-I: An AIS I position may be occupied pending the completion of the SSBI once the NAC portion has been completed and favorably adjudicated. A previous National Agency Check with Written Inquiries (NACI) or an Entrance NAC may be used for emergency appointment, provided a break in service of more than 24 months has not occurred since completion of that investigation and the SSBI has been initiated, and a Waiver of Pre-appointment Investigative Requirements has been granted.

For AIS-II: On an exception basis and if an emergency situation exists, a US citizen contractor employee may begin once the Waiver of Pre-appointment Investigative Requirements has been granted by the proponent Business Line Executive, Client Executive, or Corporate Director. Waivers can be made, provided no potentially disqualifying information is known concerning the contractor employee, and all pre-appointment security checks have been favorably completed.

Findings. All contractor employees must receive a favorable NAC or SSBI. Unfavorable NAC or SSBI findings will require individual determinations by the DFAS security office before allowing contractor employee access to the facility.

Non-US citizens. Employment of non-US citizens requires a fully completed and favorably adjudicated background investigation prior to beginning DFAS work.

9. PRIVACY ACT REQUIREMENTS: Information acquired by the contractor pursuant to the performance of the tasks under this Statement of Work shall not be disclosed by the contractor to

others outside the approved contractor team members and the oversight staff. All work undertaken in conjunction with this Statement of Objectives is the property of the US Government.

10. TRAVEL: All travel will be provided at the convenience of the Government and in accordance with DoD Joint Travel Regulations. The government based upon DoD Joint Travel Regulations will reimburse all travel costs.

11. KEY PERSONNEL: The DCAS PM shall approve all key personnel at time of award. The DCAS PM shall have approval authority of key personnel replacements during period of performance. The DCAS PM shall have the right of substitution for all personnel assigned to the contract.

12. RESUME: Resumes are required on all personnel. Resumes will be limited to two pages. The DCAS PM shall have the right of substitution for all personnel whose resume is determined not to reflect an adequate level of experience.

13. POINTS OF CONTACT:

Aleena Hampton, DCAS Program Manager (703) 607-0170
Delores Kelly, Deputy DCAS Program Manager (703) 607-0359

STATEMENT OF OBJECTIVES

PERFORMANCE-BASED MATRIX - DCAS FEDERAL FINANCIAL MANAGEMENT REQUIREMENTS
STATEMENT OF OBJECTIVES

NOTE: READ PARAGRAPH 9 OF THE REQUEST FOR QUOTATION (RFQ) REGARDING

OFFEROR RECOMMENDATIONS FOR CHANGES FOR THIS MATRIX

Desired Outcome	Required Service/s	Performance Standard	Monitoring Met
1a.a. FFMR assessment strategy.	1b.a. Develop an initial FFMR Plan of Action & Milestones (POA&M) 1b.a. (1) Provide POA&M in format approved by Program Manager (PM).	1c.a. Review existing FFMR test results. Deliver initial POA&M within 30 working days of contract award. Update POA&M as required.	1d.a. Number of working days to deliver product in proper format. Kick-off meeting required within 30 working days of contract award. Weekly meeting during following award of the contract. 1d.a. (1) Review of POA&M by PM, Program Manager (PMO) staff, and Test In Product Team (TIPT). C approval of POA&M..

	<p>1b.b. Develop a data collection/testing plan</p> <p>1b.b. (1) Provide data collection/testing plan in format approved by PM.</p> <p>1b.c. Provide requirements data package.</p> <p>1b.b. (1) Provide requirements data package in format approved by PM.</p>	<p>1c.b. Provide viable data collection plan within 60 working days of contract award for government approval.</p> <p>1c.c. Provide requirements data package within 80 working days of contract award.</p>	<p>1d.a. (2) Contractor Quality Assurance Plan (QAP).</p> <p>1d.b. Number of days to product to PM in proper</p> <p>1d.b. (1). Review of coll with PM, PMO staff and Obtain PM approval of d collection/testing plan.</p> <p>1d.b. (2) Contractor QAI</p> <p>1d.c. Number of days to product to PM and review package with PM, PMO TIPT. Obtain PM approval requirements data package</p> <p>1d.c. (1) Contractor QAI</p>
Desired Outcome	Required Service/s	Performance Standard	Monitoring Method
2a.a. Conduct Phase 3 assessment of FFMRs.	<p>2b.a. Update current list of applicable FFMRs for government approval.</p> <p>2b.a. (1) Document every FFMR in government approved format.</p> <p>2b.b. Ensure 100% of FFMRs are in Master Requirements Document (MRD). Build each FFMR in approved format if not in MRD.</p> <p>2b.c. Test revised FFMRs and re-test as required.</p>	<p>2c.a. Identify 100% of appropriate FFMRs for the DCAS system in accordance with (IAW) the FFMIA, the DFAS Guide, the approved POA&M, and other current guidance.</p> <p>2c.b. Map 100% of identified FFMRs to the MRD. Complete IAW approved POA&M.</p> <p>2c.c. Test 100% of FFMRs. Identify all FFMRs with which DCAS is not compliant and provide report in proper format. Complete tests of phase 2 IAW approved POA&M.</p>	<p>2d.a. Periodic meetings PMO staff and TIPT to review monitor progress and receive briefings on internal quality procedures.</p> <p>2d.a. (1) Review of identified FFMRs by TIPT. Obtain approval.</p> <p>2d.a. (2) Contractor QAI</p> <p>2d.b. PMO team review cross-walked to MRD</p> <p>2d.b. (1) Contractor QAI</p> <p>2d.c. Test briefing to PM selected PMO/TIPT men review of hard copy test test planning documentation</p>

		2c.c. (1) Provide requirements data package and final report of phase 2 assessment within 30 working days after test completion in approved format	2d.c. (1) Brief final report to PMO staff, and TIPT and paper/files and electronic results/files to PM. 2d.c. (2) Contractor QAI
Desired Outcome	Required Service/s	Performance Standard	Monitoring Met
3a.a. Management oversight information.	3b.a. Provide monthly report outlining status of overall project in agreed upon format. 3b.b. Provide contractor internal quality assurance plan (QAP) that assures all deliverables will be delivered allowing the provider to meet or exceed stated performance standards.	3c.a. Provide report within 5 working days following the end of the month in government approved format. 3c.b. All deliverables must meet or exceed performance standards.	3d.a. Number of working days actually provide the report each month. PM or designee to verify content and format 3d.b. Periodic briefings/ meetings with PM. PM continuously monitor quality of work and deliverables

The Government reserves the right to modify performance standards and/or metrics during the life of this contract, in order to ensure the right outcome is being assessed and that the performance standards are appropriate. Any changes will be accomplished via a bilateral contract modification.

ADDITIONAL INFORMATION.

1. This RFQ and supporting documentation should be submitted by 3:00 p.m. Eastern Standard time on September 23, 2003. No Packages will be accepted after that Date and Time.
2. The preferred method of delivery is an attachment via email to (steven.clark@dfas.mil). The RFQ MAY BE HAND DELIVERED (1931 Jefferson Davis Highway, Crystal Mall 3, 9TH Floor, Room 905 or faxed to (703) 607-1573 attention Steven Clark.
3. The Contract will be a performance based contract with a base year and two option years.
4. The RFQ Seeks quotations from businesses that hold General Services Administration Information technology contracts. That can be used to support the effort as outlined in the Statement of Work.

5. All companies intending to submit a quote for this requirement should send an email so stating by close of business on September 16, 2003 to steven.clark@dfas.mil.
6. For mor information please contact Steven Clark at 703-607-2845.